



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

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Board of Supervisors
HILDA L. SOLIS
First District

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Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

December 30, 2015

To: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Sachi A. Hamai
Chief Executive Officer

QUARTERLY REPORT: CORRECTIVE ACTION PLANS' ENHANCED PROCESS

On April 14, 2015, through a motion by Supervisor Michael D. Antonovich and Supervisor Sheila Kuehl, the Board of Supervisors (Board) directed the Interim Chief Executive Officer (CEO), in collaboration with County Counsel, to formalize the proposed recommendations by the County Risk Manager and Risk Management Inspector General (RMIG) regarding the approval of liability claim settlements and the submission of Corrective Action Plans (CAPs) and Summary Corrective Action Plans (SCAPs).

On June 10, 2015, CEO reported to the Board that changes to CAPs and SCAPs procedures had been formalized and, on April 29, 2015, all departments were provided instructions on applicable changes to these procedures, which became effective May 1, 2015.

This is the second quarterly report to the Board on compliance of CAPs and SCAPs procedures.

Number of Completed CAPs during August 1, 2015 and October 31, 2015

Department	Completed CAPs	Completed CAPs Past the 90-Day Deadline
District Attorney	1	0
Fire	1	1
Health Services	1	0
Mental Health	1	0
Probation	1	0
Sheriff	15	5
TOTAL	20	6

Number of CAPs Pending as of October 31, 2015

Department	Pending CAPs	Pending CAPs Past the 90-Day Deadline
Children and Family Services	2	0
Public Social Services	1	0
Sheriff	9	2
TOTAL	12	2

The majority of departments are adhering to the new timeframes and requirements without difficulty. Sheriff is still addressing their backlog; however, due to loaned personnel from other sections, the department is making significant improvements in this area. Sheriff's Custody staff have been writing their own CAPs since May 1, 2015, and no CAP has become past due as of this date.

County Counsel continues to notify departments and RMIG when settlements occur. Collaboration among all parties has achieved a new comprehensive process with open communication.

Board-Approved Settlements during August 1, 2015 and October 31, 2015

Approved Settlements	Paid Within 45 Days	Pending	Past 45-Day Deadline	Average Days to Pay
12	12	0	0	20

If you have any questions or would like additional information, please have your staff contact Steven T. Robles, Assistant Chief Executive Officer/County Risk Manager, at (213) 351-5346.

SAH:JJ
STR:RLC:DC:sg

c: All Department Heads